

Department:	Development Services
Bargaining Unit:	Executive Management
Salary Range:	X 72
Last Revision:	September 2005

CITY OF HOLLISTER
DEVELOPMENT SERVICES DIRECTOR

DEFINITION:

To plan, direct, organize and review the activities of the Development Services Department including planning, economic development, housing, redevelopment, building inspection, code enforcement and zoning programs; to coordinate assigned economic development and revitalization activities with other departments; and to provide highly responsible professional and technical staff assistance to the City Manager.

SUPERVISION EXERCISED:

Receives administrative direction from the City Manager.

Exercises direct supervision over Department professional, technical and clerical staff.

EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

Develop, plan and implement goals and objectives; recommend and administer policies and procedures.

Conduct and supervise planning studies in the community to gather data for evaluation current and advanced planning projects.

Plan, organize, assign, direct, participate and evaluate planning, building, code enforcement, economic development and redevelopment programs and activities.

Direct the preparation of agenda items for the City Council, Planning Commission and other committees, commissions and boards involved in land use, development and general planning activities.

Prepare and administer the Development Services operation budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; administer approved budget; implement mid-year adjustments.

Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government

EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES:

Serve as a technical advisor to the Planning Commission, City Council, City Manager and other City Departments and civic groups on planning, zoning enforcement building inspections, housing programs and related matters; interpret ordinances and regulations as they apply to respective areas.

Serve as City's planning representative to the San Benito County Council of Governments (COG) Technical Advisory Committee.

Select, train, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Provide recommendations for amending various elements in the City's General Plan; provide General Plan and code interpretations as needed.

Administer the City growth management ordinance.

Direct the preparation of environmental impact evaluations on proposed projects.

Confer with planning staff to review current and proposed projects, work schedule, organization and personnel problems.

Evaluate and respond to state legislation as it relates to City Planning.

Prepare comprehensive written reports for department action or other City boards commissions; make oral presentations to same; prepare annual reports required for State or Federal agencies or other interested parties.

Supervise the preparation of the annual Mello-Roos Public Safety tax rolls.

Conduct special studies and assignments; research complex planning problems; prepare a variety of comprehensive reports.

Confer with developers, other agencies and the general public in acquiring information and coordinating planning and zoning matters; provide technical assistance and coordinate activities with City departments, City Manager, City Council and appropriate organizational units regarding programs and regulations.

Monitor developments related to planning, building, land use economic development, grant and bond programs, code enforcement and redevelopment; evaluate their impact upon City operations and recommend policy and procedural modifications.

Respond to and resolve difficult citizen inquiries and complaints.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of urban planning, state planning and subdivision law and growth management and economic development.

Principles and procedures of redevelopment programs.

Principles and practices of environmental planning, including California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA)

Principles and procedures of State annexation law.

General computer applications

Principles of policy development and implementation.

Pertinent local, state and federal laws and regulations.

Basic building, code enforcement.

Research methods and sources of information related to urban growth and development.

Identify, coordinate and resolve a wide variety of interests in the development of land use policy.

Laws and regulations underlying building inspection, code enforcement, general plans, environmental matters, zoning and land use.

Principles and techniques of budget development and administration.

Principles and practices of organization, administration and personnel management.

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Ability to:

Plan, prioritize and direct varied community development activities.

Delegate authority and responsibility as well as schedule and program work on a long-term basis.

Interpret planning, zoning and building inspection programs to the general public.

Develop and administer sound departmental policies.

Prepare and administer a budget.

Identify, coordinate and resolve a wide variety of interest in the development of land use policy.

Communicate clearly and concisely, both orally and in writing.

Select, supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contracted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A way to obtain the knowledge and abilities would be:

Experience:

Minimum of five (5) years of responsible experience in municipal planning and community development, including three (3) years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, or a related field.

License or Certificate:

Possession of an appropriate valid California driver's license.

American Institute of Certified Planners (AICP) membership desirable.

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Effective Date: September 6, 2005

Adopted September 6, 2005
Resolution

Revised September 6, 2005
Resolution 2005-